



SAFETY COMMITTEE MINUTES

DON 209

January 26, 2023 – 3:00-4:00 pm

It is the Mission of the Safety Committee of Helena College to promote a safe working environment for the Employees, Students, and the General Public by creating and maintaining an active interest in safety and to assist in the overall effort to minimize the frequency of accidents and to identify corrective measures needed to eliminate or control recognized safety hazards.

- Mel Ewing, Chief Information Officer
- Emily Schuff, Director of Student Life
- Melissa Mousel, Administrative Associate - AP Campus
- Sandra Bauman, Dean/CEO
- Tricia Fiscus, Assistant Dean of Administrative Affairs
- Christy Stergar, Continuing Education Coordinator
- Valerie Curtin, Executive Director of Compliance and Financial Aid
- Melanie Heinitz, Administrative Associate – Academic Support Desk
- Nina Hansen, Administrative Associate – DON Welcome Center
- Mary Twardos, Human Resource Generalist
- Lyn Stimpson, Fire & Emergency Services Faculty – AP Campus
- Cole Wagner, Computer Support Specialist
- John Hartman, General Education – Science Instructor
- Tommi Haikka, Assistant Director of Facilities

Guest Attendee: Kurt Sheehan, Deputy Fire Marshall

Agenda items:

1. Minutes Review: December Meet Minutes were approved.

Current status/ incidence reports : Valerie stated that there were no official incidences but there was a verbal report of homeless person's grocery carts on Donaldson Campus property and that someone had been in the building at that time. Tommi is going to look through the cameras.

Kristina Kenning has let Tommi know that she will no longer be serving as a member of the Safety Committee. Tommi will ask Deb in Nursing to see if she has a suggestion for a replacement

2. Fire Emergency planning (questions, walk around inside the campus)

Notes from walk through:

Practice with radios in the building to see their capacity for communication.

Practice with the stair chairs

We need to note safety areas with phones & stair chairs on maps as Areas of Rescue Locations.

Labels needed by stair phones: Describe where you are – 2nd-floor landing – Areas of rescue – Northside

We have two areas that need written posted descriptions for Area of Rescue Locations.

Review safety during student orientation. Maybe provide a safety HC-made video for orientation.

An additional sign is needed in Welcome Center marked as EXIT.

Any location with an EXIT sign must remain unlocked when the college is open.

A stair chair is needed by DON 135 for transport from the basement and a sign is needed in the basement noting the stair chair.

Kurt Sheeham will provide labeling language for signage, and he will review what is needed.

List needed of items in Trauma kits.

Location noted on maps of Trauma and larger response kits.

3. Security Cameras update:

Cole stated that we are still waiting for the new cameras (6 cameras) (perhaps mid February). We also recently got some radio dishes to beam internet out to the far Donaldson Parking lot so that cameras can be installed out there. We also have ordered another 360 degree camera. Hopefully they will all be installed in a couple of months. Its time to start thinking about placement of future cameras for purchase during next fiscal year.

Our security camera server currently is over at U of M. Which makes looking through footage a bit slow. Mel is looking through the possibility of getting a new server on our campus. We had previously been approved, but the scope of the project changed. Our IT department has found that it is time consuming looking through the footage and are now looking at having a server capable of facial recognition and other features here on our campus. This will need to be approved as the new system will be more expensive.

More cameras will be ordered for Cosmetology area.

4. Budget update: We have spent \$13,067.60. Which leaves us with \$932.40 left.

5. Emergency equipment :

Lyn looked through the Emergency bags at the Airport Campus and said that all equipment in it was very appropriate and nothing in it had expired. They are stored in the back of the office area and the location will be put on the APC map.

Nina and Tommi will be checking on the Donaldson Emergency Bags. Melanie will check with Kristina to see where items were placed that were taken out of the bags. A location to keep the Donaldson kits was discussed, as the Welcome center is locked at 5:00 and there are evening activities on campus. The staff break room was suggested. But, the Welcome Center is a more visible place to ask for the kit. This will be indicated on the Donaldson campus map as well.

6. Safety purchases: The Welcome center gate will be installed in May after school is done for the semester. We are still waiting for Burdicks to install the Knox boxes.

7. Future Date Discussions:

- Active shooter training will be in February (first part) and April (second part)
- Fire Extinguisher Training will be held when the weather warms up, most likely in April.
- Date that is best for everyone to attend safety meeting. Next Date: Feb 23rd @ 3:00
- Possible Narcan Training dates are being discussed.